



**DUNEDIN CITY
COUNCIL**

Kaunihera-a-rohe o Otepoti

COMMUNITY DEVELOPMENT

REQUEST FOR PROPOSAL

CONSULTANCY SERVICES FOR DEVELOPMENT OF COSY HOMES STRATEGIC DOCUMENTS AND DIRECTION



COMMUNITY DEVELOPMENT

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COMMUNITY DEVELOPMENT

REQUEST FOR PROPOSAL: COSY HOMES CONSULTANCY SERVICES

Part One – Conditions and Specification of Request for Proposal

1. Scope

Dunedin City Council (Council) is working in collaboration with a number of organisations to meet the Cosy Home 'Vision of "Everyone lives in a warm and healthy home". (See page 5)

As a result of the feedback from the Social Wellbeing Strategy; pre consultation on the Dunedin Energy Plan (currently under development), and the Cosy Homes Symposium a steering group was formed to set up a trust for the Cosy Homes work.

The elements to be addressed within the Cosy Homes Trust include the fixed term employment of a consultant to develop a two year project plan for the Cosy Homes Trust. This project plan will involve consultation with key stakeholders to form a:

- (a) Marketing plan with key actions, target dates and responsible parties
- (b) Work Plan with key actions, target dates and responsible parties.
- (c) Funding plan with key actions, target dates and responsible parties. This plan will also detail the Trust's handling of money and audit processes and will be informed by potential funders, sponsors and central and local government budget processes.
- (d) Development of a draft job description for a Cosy Homes coordinator / CEO

2. Description of Products/Services Required

The successful consultant will be required to:

- (e) Review key documents;
- (f) Review the DCC, ORC and key partners existing Strategies and Policies
- (g) Review other Councils' and not for profits working in this area, considered best practice
- (h) Form plans as specified in the scope and deliverables

Key deliverables

- (i) Marketing plan with key actions, target dates and responsible parties
- (j) Work Plan with key actions, target dates and responsible parties.
- (k) Funding plan with key actions, target dates and responsible parties. This plan will also detail the Trust's handling of money and audit processes and will be informed by potential funders, sponsors and central and local government budget processes.
- (l) Development of a draft job description for a Cosy Homes coordinator / CEO
- (m) Complete final draft of strategic documents

Note that the consultant will have the opportunity to include ideas of how Cosy Homes work, marketing and funding might be progressed, in liaison with the Cosy Homes Governance Group and key stakeholders.

3. Information and resources to be supplied by Council

A number of reports have been written or produced and these will be available to the successful RFP. These include:

- Reports on the Cosy Home Symposium and minute meetings to date
- Presbyterian Support Out in the Cold report August 2014
- DCC, ORC and key partners strategies and policies
- A work station, desk and ancillary support will be provided by the DCC if required.

4. Participants

Ratification of the documents will be overseen by the Cosy Homes Governance Group

Management of the project will be overseen by the DCC. Regular liaison is expected. A project manager will handle the day-to-day management of the contract (see below).

5. Timing

It is hoped that the documents will be delivered by the end of 10th December 2014, for the governance group to consider. Staged deadlines will be negotiated with the successful tenderer. It is proposed that meetings with stakeholders are concluded and a draft is provided by 1 December 2014.

6. Health and Safety

The Council has a pre-qualification process for health and safety that requires contractors to provide information on their health and safety management and practices. The successful Consultant will be required to complete, if they have not already done so, the Council's pre-qualification on health and safety management to be considered for this contract.

7. Form of RFP response

- (a) Responses are to be enclosed in a sealed envelope enfaced **RFP: COSY HOMES CONSULTANCY SERVICES**. Responses will be received at the Dunedin City Council's Customer Services Agency, Plaza Level, Civic Centre, 50 The Octagon, Dunedin by **12 noon Thursday 16 October 2014**.
- (b) **Submissions for this RFP can also be received via the Council's email community@dcc.govt.nz**
- (c) Late RFP responses may be considered at the discretion of the Council.
- (d) Pricing submitted should be excluding GST.
- (e) One hard copy and one electronic copy of the RFP response is required email to community@dcc.govt.nz .

9. Evaluation of RFP responses

The Council's aim is to accept the RFP response that represents the best overall balance of value and price for the Council. To achieve this, the Council will compare the RFP response on a combination of price, services offered, and capability, as indicated by the 'Desired Attributes'. The Council will be the sole judge of the appropriate balance, and its decision on this will be final.

The Council therefore retains the right to accept a response that, in the opinion of the Council, provides a better value solution and/or service for the Council, even if the RFP response's price is not the lowest of the satisfactorily evaluated RFP responses or specifically within the nominated timeframe guidelines. The Council's assessment however will be final.

The lowest, or any, RFP response will not necessarily be accepted. Consideration will be given to joint applications, and the Council encourages such applications.

9. **Acceptance of RFP response**

- (a) The Council will give written notice to the successful RFP response upon acceptance of their responses. A signed document acknowledging the formation of this preferred supplier arrangement and the terms therein will be signed by representatives of both the Dunedin City Council and the approved Consultant.
- (b) All unsuccessful RFP respondents will also be advised in writing of the outcome.
- (c) The successful RFP response will be required to confirm receipt of acceptance that he/she will carry out the required service in accordance with this specification.

10. **Privacy**

Information supplied as part of this RFP process is subject to the Local Government Official Information and Meetings Act 1987.

11. **Dunedin City Council contacts**

The DCC representatives in the administration of this contract will be:

Rebecca Williams – Manager, Events and Community Development, Dunedin City Council

Address: PO Box 5045, Dunedin, 9058

Phone: (03) 474 3540

Email: rebecca.williams@dcc.govt.nz

Paul Coffey – Community Advisor, Events and Community Development, Dunedin City Council

Address: PO Box 5045, Dunedin, 9058

Phone: (03) 474 3847

Email: pcoffey@dcc.govt.nz

Who: Our members included representatives from the following:



These groups have committed to our **Cosy Homes Vision: Every home in Dunedin is warm and cosy by 2025**

COMMUNITY DEVELOPMENT

RFP NUMBER ??: CONSULTANCY SERVICES FOR DEVELOPMENT OF COSY HOMES STRATEGIC DOCUMENTS AND DIRECTION

Part Two – Submission Response Schedule

1. Introduction

As outlined in the specification document it is intended to use a system of weighted attributes to evaluate this RFP. Expressions of interest need to include the following details:

- A statement detailing the specific attributes the consultant would bring to the project, and why they would be the best fit for the role
- A statement detailing the Consultant's relevant capability, experience, qualifications and background, knowledge and capacity to carry out the work required
- A statement on what improvements could be made to the Cosy Homes development process
- A statement detailing other comparable work undertaken
- Full contact details of referees from previous comparable contracts
- A statement outlining the pricing (see below)
- Confirmation of the ability to meet the indicative project timeframes (particularly the completion date of the documents for the Cosy Home Steering Group approval)
- Identification of any conflicts of interest

2. Desired Attributes

- 2.1 Relevant knowledge, experience and understanding of Dunedin's housing situation and energy responses
- 2.2 Relevant knowledge and understanding of community development theory and practice
- 2.3 Relevant project management and facilitation skills
- 2.4 Proven capability and experience of drafting similar strategic documents
- 2.5 Proven capability and experience working with a wide range of agencies, stakeholders, councillors and public
- 2.6 Excellent interpersonal and communication skills (both oral and written)
- 2.7 Ability to interpret this project brief, turn it into action and motivation to keep the project on track
- 2.8 A high degree of flexibility, to cope with the projects unpredictability as it evolves
- 2.9 Ability to commence work immediately

3. Pricing

The pricing schedule shall include:

Lump Sum – to cover all of the consultant's work to meet the requirements of the contract excluding disbursements.

Disbursements – an estimate and breakdown of the total disbursements.

Hourly rate - an hourly rate for additional work should also be included

All pricing should be exclusive of GST.